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Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Director of Logistics

DATE: 23 June 1955

FROM : Chief, Administrative Staff

SUBJECT: Weekly Activity Report

2. PROJECTS AND STUDIES IN PROCESSa. Logistics Supervisory Training Program (continued item)

Certificates of completion were forwarded to the Office of Personnel this week. The Training Officer is drafting a report on this program which will be forwarded to the DD/S.

b. Survey and Inventory of Armed Forces Training Facilities
(continued item)

25X1A

[REDACTED] Supply Division, is scheduled to attend the Supply Management Course at Fort Lee, Virginia, beginning 25 June.

c. Survey of Printing and Reproduction Needs (continued item)

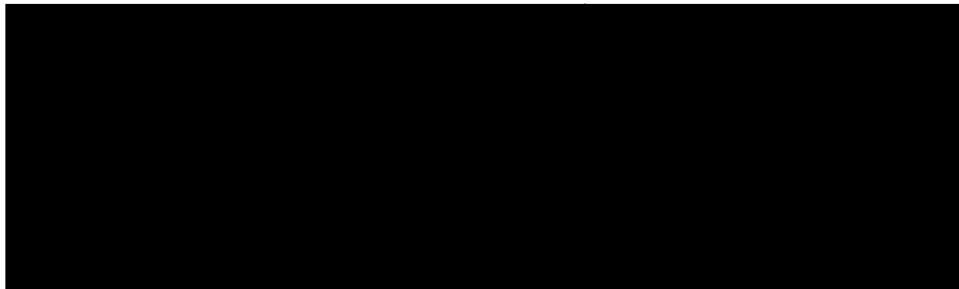
Representatives of Logistics and TSS met this week to discuss arrangements for providing training in basic Photography for P&RD photographers.

3. OTHER ITEMS OF INTERESTa. Personnel Report (continued item)

Personnel statistics for the week ending 23 June 1955 are as follows:

| <u>Personnel Ceiling</u> | <u>On-Duty Strength</u> | <u>T/O Strength</u> |
|--------------------------|-------------------------|---------------------|
|--------------------------|-------------------------|---------------------|

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b. Logistics Support Course (continued item)

The seventh Logistics Support Course was concluded on 17 June. The next course is scheduled to begin on the 6th of September.

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c. Briefing for Medical Office Personnel (new and completed item)

On 20 June [REDACTED] of the Medical Office were briefed by the OL Training Officer on the functions of the Office of Logistics.

d. Effective Writing Course (new and completed item)

Representatives from the Planning Staff and Supply Division are attending the new effective writing course offered by OTR, beginning 21 June.

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e. Special Clandestine Services Orientation Course (continued item)

Messrs. [REDACTED] are attending the second running of this training program for senior personnel, which began on 20 June.

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f. Meeting with DD/S Training Officer (completed item)

The OL Training Officer met with [REDACTED] newly appointed Senior DD/S Training Officer, to discuss the possible organization of a DD/S training committee similar to the DD/P organization.

g. Request for Two Positions for the Headquarters Board of Survey (completed item)

Request for the establishment of two positions (GS-12, Logistics Officer, and GS-5, Clerk-Steno) for the Headquarters Board of Survey was submitted to the Director of Logistics on 23 June 1955. The positions will be under the direct supervision of the Deputy Director of Logistics, Chairman of the Headquarters Board of Survey.

h. Mail and Courier Activities (continued item)

(1) Mail Activities

Increase or decrease
over previous report

Post Office Mail

Incoming

4,601

426

Outgoing

6,911

478

11,512

904

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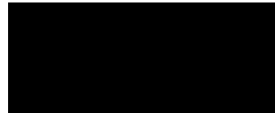
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Postage Expended \$960.58 / \$141.09

(2) Courier Activities

| | | | |
|------------------------------|--------------|---|-----|
| Scheduled Courier Trips | 285 | - | 30 |
| Special Courier Trips | 32 | - | 111 |
| Inter-Agency Mail by Courier | | | |
| Incoming | 1,544 | - | 172 |
| Outgoing | 2,402 | - | 253 |
| | <u>3,946</u> | - | 425 |



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